

Memorandum of Understanding
For
Presidio of Monterey (POM)
Common Access Card (CAC) and Uniformed Services Identification Card (ID Card) Users
21 January 2014

Reference: AFI 36-3026 IP, Vol. 1 (ID Cards for Members of the Uniformed Services, their Eligible Family Members, and other Eligible Personnel). All persons issued DD Form 2S (United States Uniformed Services ID Card), DD 2S (Active Guard and Reserve ID Card), DD Form 1173-1S (Department of Defense Guard and Reserve Family Member ID Card), DD Form 1173S (Uniformed Services Identification and Privilege Card) and DoD CAC (Uniformed Services ID Card for DoD Contractors, Employees, Uniformed Services, and National Oceanic and Atmospheric Administration), are individually and personally responsible for ensuring that the card is in their possession at all times, as appropriate. If required by military authority, it will be surrendered for identification investigation, or as collateral for a short period while visiting a controlled or restricted area.

1. Understanding. By signing this document, you acknowledge and consent that your individual ID Card is the property of the U.S. Government and must be safeguarded against fraudulent use, loss, or mutilation. Its loss must be immediately reported to the POM Police Department to obtain a police report. Repetitive loss of ID Cards may result in adverse actions.

For Service Members who have lost, misplaced or experienced theft of their ID Card:

- You must have a signed counseling statement (E-8/Master Sergeant/First Sergeant or Service equivalent) from your unit.
- You must bring two forms of photo identification upon receiving your new ID Card.
- A police report of the incident must be provided to the ID Card Facility before a new ID Card can be issued. You **MUST** obtain a police report number in person from the POM Police Department, Ord Military Community (OMC), 4468 Gigling Road, Seaside, CA 93955. Contact numbers are: (831) 242-7851, 7852, or 7853.

For Civilian Employees who have lost, misplaced or experienced theft of their ID Card:

- You must have a signed statement from your supervisor.
 - A police report of the incident must be provided to the ID Card Facility before a new ID Card can be issued. You **MUST** obtain a police report number in person from the POM Police Department, OMC, 4468 Gigling Road, Seaside, CA 93955. Contact numbers are: (831) 242-7851, 7852, or 7853.
 - You must report the incident to the Civilian Personnel Advisory Center (CPAC) prior to issuance of a new card.
 - You must obtain a DD Form 1172 from the CPAC to acknowledge that you reported the incident prior to being issued a new ID Card.
 - You must bring the DD Form 1172 with you to receive a new ID Card with two forms of photo identification.
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2. Your military ID Card is military property and belongs to the government. It has been entrusted to you and it is your responsibility to safeguard it. Four major reasons to safeguard it follow:
- a. **BENEFITS:** Your ID Card is your entry into the installation, the fitness center, the post exchange and commissary, and many other benefits you are privileged to enjoy. So while it is your ticket, you are the only person allowed to use it and you have a responsibility to protect it from potential misuse.
 - b. **IDENTITY THEFT:** Identity theft is a real problem and losing your ID Card could enable individuals not authorized entry to this installation, access to your personal data and financial information.
 - c. **FORCE PROTECTION:** The loss of an identification card is a serious event which could have far reaching effects and possibly even jeopardize the security of American military installations worldwide. Your ID Card is a controlled item and as such, its loss or misuse could afford our enemies access to sensitive areas. Additionally, innocent lives could be placed at risk by careless behavior and a lack of responsibility.
 - d. **SAFEGUARD:** Never give your ID Card to a civilian club or gym personnel as a security. If you must give them identification, give them your driver's license or other picture identification. Do not put yourself into compromising situations where you could misplace or have your card stolen.
3. All DoD ID Cards are property of the U.S. Government and shall be returned upon separation, resignation, firing, termination of contract or affiliation with the DoD, or upon any other event in which the individual no longer requires the use of such ID Card.
4. To prevent any unauthorized use, ID Cards that are expired, invalidated, stolen, lost, or otherwise suspected of potential or actual unauthorized use will be revoked in DEERS.
5. Any person willfully altering, damaging, lending, counterfeiting, or using these cards in an unauthorized manner is subject to fine or imprisonment or both.
6. **Privacy Act Notice.** The information below will be used to identify you and may be disclosed to law enforcement authorities for investigating or prosecuting violations. Disclosure of this information is voluntary; however, failure to disclose the information could result in denial of the issuance of your CAC and access to POM Information Systems.

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7. **Acknowledgement.** I have read and will comply with the above requirements regarding the use of my DoD Common Access Card. I understand my responsibilities regarding it and the information contained within the card.

a. **This section applies to all who have lost, misplaced, or experienced theft of an ID Card.**

Civilians: Supervisor/Director; **Military Supervisor:** E-8/Master Sergeant/First Sergeant (or Service Unit equivalent); **Name, Office/School, Branch of Service/Unit**

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Office Information of person listed above/Supervisor.

Office Symbol, Building#, Room#

Phone Number

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Last Name, First Name, MI, of individual receiving ID Card

Rank/Grade

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Signature

Date

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b. **This section applies to all who are renewing or receiving an initial ID Card.**

Last Name, First Name, MI, of individual receiving ID Card

Rank/Grade

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Signature

Date

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